

Tips for employees on filling out the PSLF document:

- Have your Federal Employer Identification Number available
  - For the State of Ohio: 316402047
  - The company will be listed as: State of Ohio (individual agency names are not listed)
  - If you have continuous service (no breaks in employment) you can complete one form for your service at the State of Ohio. You do not need to complete a form for each agency you have worked at.
- Know your Employment Begin Date
  - If you need this date, reach out to your Human Resources Department for assistance
  - If you had breaks in service, you may need to complete multiple forms for each period of service you have completed.
- When prompted if your employer is a governmental organization, select Yes.
- Have an authorized person complete Section 4. Authorized signature types are:
  - A wet signature (drawn in ink and sent in the original format)
  - A wet signature that was then digitized (scanned)
  - A digital signature that was drawn with your hand using a device like a mouse or trackpad or a finger
  - No signatures that are font based (typed to look like a signature) are acceptable

For full details, visit [https://studentaid.gov/articles/become-a-pslf-help-tool-ninja/?utm\\_source=em\\_a&utm\\_medium=pdf&utm\\_campaign=pslf\\_waiver\\_extoutreach\\_2022](https://studentaid.gov/articles/become-a-pslf-help-tool-ninja/?utm_source=em_a&utm_medium=pdf&utm_campaign=pslf_waiver_extoutreach_2022)